22nd Hillmorton, Rugby

New Hut User Manual

Table of Contents

Fire Doors and Muster Point 3
- Fire Doors 3
- Muster Point 3

Reception Area 4
- Electric Consumer Unit 4
- Stairs to Store Room 4
- Notice Boards 4

Septic Tank 4
- What is Allowed 4
- What IS NOT Allowed 4

Kitchen 4
- Water Stop Tap 4
- Sinks 4
- Fridge 5
- Oven, Hob and Extractor Fan 5
- Chopping Boards 5
- Kitchen Cupboards 5
- Cleaning Products 6

Toilets 6
- Main Toilet 6
- Disabled Toilet 6
- Hand Washing and Drying 6

Main Hall 6
- Hall Furniture 6
- Lighting 6
- Heating 6

22nd Hillmorton, Rugby

Meeting Rooms 6
Table and Chair Layout 6
Whiteboards 7
Heaters 7
Table and Chair Store Room 7
Rubbish 7
Breakages and Faults 7
Checks when Leaving the Hut 8

22nd Hillmorton, Rugby

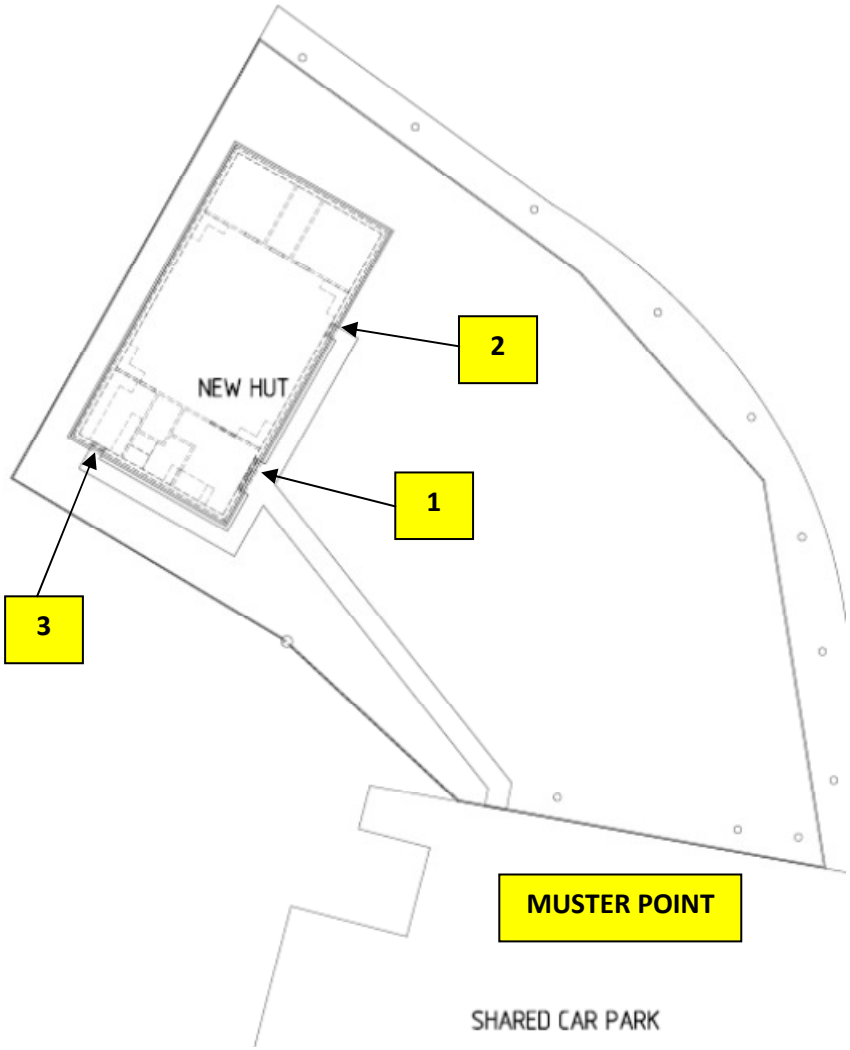
Fire Doors and Muster Point

Fire Doors

In the unlikely event of a fire, there are three exit doors from the building. The first is the door (1) in the reception area that you entered the building. The second is the fire door (2) off the main hall and the third door (3) is in the kitchen. All three doors have thumb screw locks, so can be opened without a key.

Muster Point

Please exit the building and move to the car park. The leader or the nominated lead should ensure that all people are accounted for.



New Hut User Manual v.1 draft

22nd Hillmorton, Rugby

Reception Area

Electric Consumer Unit

The main consumer unit is under the stairs. There is no reason that you need to touch it. If there are issue faults please inform us

Stairs to Store Room

The stairs are to be out of bounds to all users, unless you are getting equipment from the store room.

Notice Boards

The notice board to the right of the double doors to the main hall is the group notice boards. Please ensure that you are familiar with any special notices and the contact numbers should you need to contact us during your booking.

Septic Tank

We are not connected to the main sewage system, but have a septic tank. Please note what "you can" and "what you CANNOT" pour into the septic tank.

What is Allowed

Generally speaking, the toilets and sinks can be used as normal

What IS NOT Allowed

The following items must not be discharged into the septic tank

- Motor oil, grease, anti freeze, etc
- Cooking oil and fat
- Weed killers, insecticides, fungicides and other gardening chemicals
- Paint, thinners, white spirits, turpentine, creosote, etc.
- Medicines
- Photographic developing fluids
- Nappies, sanitary towels, rags, etc

Kitchen

Water Stop Tap

The mains "Water Stop Tap" is in the kitchen, under the window. There is no need to turn this off under normal weather conditions.

Sinks

There are two sinks in the kitchen. The small sink adjacent to the window is for washing hands. The other sink is for food preparation and washing up.

22nd Hillmorton, Rugby

Fridge

N/A

Oven, Hob and Extractor Fan

The LAMONA fan oven can be used either as a grill or oven.

---

04 - Operating modes

Operating modes

All functions for the ovens and grill are listed in this section.
The order of operating modes shown here might deviate from the arrangement on your appliance.

Oven Light

This operates the oven internal light only. No heat will be generated. The outside cooling fan may also operate.

Defrost

The oven is not heated. Only the fan (in the rear wall) is in operation. Frozen granular food can be thawed slowly at room temperature, and cooked food can be cooled down.

Fan Cooking

The element & fan (in the rear wall) are both in operation. Hot air is distributed evenly and quickly all over the cavity by the fan. In most cases, preheating is not required. This mode is suitable when several levels are used for the cooking and an even temperature is required throughout the oven cavity .

Fan-Grill

The grill effect is not as strong as with the full grill and heat is distributed more evenly.

Ensure correct shelf position is used, set the temperature to maximum level, and turn the food as required to ensure even cooking. time.

Grill -Full

The full grill element in the top oven is in operation. This is suitable for grilling larger dishes

Ensure correct shelf position is used, set the temperature to desired level, and turn the food as required to ensure even cooking.

The LAMONA hob has 4 rings. The heat settings are:-

1	2-3	4-5-6
Warming	Simmering & Stewing	Frying & Boiling

The LAMONA extractor fan has a light and three speed settings. Please adjust to suit your requirements when cooking.

Chopping Boards

There is a selection of chopping boards for different food types. Please ensure that you use the correct chopping board for a particular task.

Colour	Red	Blue	White or wood
Product	Meat products	Vegetables	Bread

Kitchen Cupboards

What are we going to include

22nd Hillmorton, Rugby

Cleaning Products
What and where

Toilets

Main Toilet
The main toilet area has two separate cubicles and can used as a uni-sex toilet. The lights and fan are connected to a sensor so will automatically come on and go off.

Disabled Toilet
The disabled toilet is fitted with a pull chord alarm. If the alarm is activated, it can be reset from the switch located adjacent to the chord.

Hand Washing and Drying
In both toilets should be a soap dispenser at the sink, if this is empty a new dispenser can be found in the kitchen cupboard.

Both toilets are fitted with electric hand dryers.

Main Hall

Hall Furniture
The main hall should **be empty** when you arrive at the hut. Please ensure all equipment that you use during your time in the hall is returned to where it came from or removed for the hall, so at the end of your session, the hall **is empty** for the next user.

Lighting
The switches for the three banks of lights are located in the reception room. Please only use the lighting required.

Heating
The hall is well insulated so should not require much heating. If you need a boost to the heating please .....

Meeting Rooms

Table and Chair Layout
The meeting rooms should have two tables and twelve chairs ready for training sessions. If you need to use the room for other purposes, please return to layout back to this arrangement.

22nd Hillmorton, Rugby

Whiteboards

In each room there is a whiteboard with a number of colour **White Board** pens, that can be used for your training sessions. Please ensure that only White Board pens are used and that the boards are left cleaned at the end of your session.

Heaters

The room is well insulated so should not require much heating.

Table and Chair Store Room

The door to this store room should be locked. If you need to get tables and chairs out during the time you are using the hut, please lock the door once you have removed them. At the end of your booking, please return all table and chairs back to the store.

Rubbish

We have no wheelie bin, so all rubbish must be taken with you, for you to dispose of. Please remove all of your rubbish from the bins in the kitchen and toilets.

Breakages and Faults

In the events that items in the building are damaged during your visit or any other building or content deficiencies or fault, please report when returning the key.

22nd Hillmorton, Rugby

Checks when Leaving the Hut

Before leaving the building, please ensure that:-

	The cooker is switched off.
	The hot water is turned off.
	The kitchen work surfaces are clean
	All pans and dishes are clean and back in the cupboards.
	All heaters are switched off.
	The toilets are clean and the bins are empty.
	The main hall is clear of equipment.
	The main hall is clean.
	All lights are switched off, including the flood lights
	The kitchen external door and the fire door in the main hall are locked.
	The main door is locked as you leave the building.
	The pedestrian gate padlock is locked.
	You have taken away all of your rubbish.